



# **2022 SARA Title III/EPCRA Reporting**

**Division of Land Protection and Revitalization**

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# SARA Title III or the Emergency Planning and Community Right-to-Know Act (EPCRA)

- Signed in to law on October 17, 1986 as Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986
- Also known as Emergency Planning and Community Right-to-Know Act (EPCRA)
- Why was SARA Title III enacted?
  - 1984 Bhopal (India) Incident – Methyl Isocyanate Gas Release – 2,500 deaths; tens of thousands injured.
- Purpose:
  - To create a cooperative relationship among the government, businesses, and the public and involving all of them in the effort to prevent, plan, and prepare for, and manage chemical emergencies.

## **SARA Title III – Enforcement & Compliance**

- In Virginia, the enforcement authority resides with the United States Environmental Protection Agency (EPA)
- Local Emergency Planning Committees (LEPCs) or local fire department authority may request additional information for LEPC planning purposes or on behalf of its citizens.

# SARA Title III – EPCRA Reporting Programs

- Section 302 – Emergency Planning Notification
- Section 304 – Emergency Release Notification
- Section 311 – Safety Data Sheet (SDS) Submission
- Section 312 – Emergency and Hazardous Chemical Inventory (Tier II Reports)
- Section 313 – Toxic Chemical Release Inventory (Not covered in this webinar)

## Section 302 – Emergency Planning Notification

- A facility is required to send a one-time written notification to the VERC and its jurisdictional LEPC, if:
  - An extremely hazardous substance (EHS) is present at any one time, and
  - The amount is equal to or greater than the applicable threshold planning quantity (TPQ)
- Federal Regulation: [\[40 CFR, Part 355, Section 30\]](#)
- TPQs for EHSs can be one of 1, 10, 100, 500, or 1000 lbs.
  - [EPA List of Lists](#)
  - Currently 356 EHSs listed based on toxicity, reactivity, volatility, dispersability, combustibility, or flammability
  - EHSs can be added or delisted by either research or by petition to the EPA

## Section 304 – Emergency Release Notification

- A facility is required to provide notification of any release to the VERC, if:
  - The material released is an EHS or a CERCLA hazardous substance, **and**
  - The amount is equal to or greater than the applicable reportable quantity (RQ)
- Federal Regulation: [[40 CFR, Part 355, Section 40](#)]
- Currently, about 800 specifically-designated and listed Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) hazardous substances.

# Section 304 – Notification Exemptions

## Notification Exemptions:

1. Releases which result in exposure solely on-site
2. Federally permitted releases
3. Continuous releases
4. Releases of certain pesticide products under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA)
5. CERCLA exempt releases – Section 101(22)
6. Radionuclides – naturally-occurring or related to coal handling at utility and industrial facilities
7. Solid metals
8. Facilities that handle no hazardous chemicals

## Section 304 – Notification Mechanism

Provide immediate notification to:

### 1. For EHSs only:

- Local Fire Department
- LEPC
- Virginia Department of Emergency Management (VDEM) (1-800-468-8892)

### 2. For CERCLA hazardous substances:

- Local Fire Department
- LEPC
- VDEM (1-800-468-8892)
- National Response Center (NRC) – operated by the U.S. Coast Guard (1-800-424-8802)



## Section 304 – Initial Notification Mechanism

Content of Verbal or Written Initial Notification:

1. Chemical identification/name and if it is an EHS
2. Estimated quantity of release
3. Time and duration of release
4. Medium/media into which release occurred
5. Known/anticipated acute or chronic health risks and advice on medical attention necessary for exposed individuals
6. Proper precaution/evacuation to take
7. Name and contact information of person(s) to be contacted for more information

## Section 304 – Follow-Up Notification Mechanism

Written Follow-up Notification to the LEPC and State (VERC):

- 1.Name of the organization and person contacted during initial notification – including time of notification
- 2.Update of initial information
- 3.Actions taken to respond to and contain the release
- 4.Any known/anticipated acute or chronic health risks associated with the release
- 5.Advice regarding medical attention necessary for exposed individuals

## Section 311 – SDS Submission

- A facility that stores uses or produces chemicals requiring Safety Data Sheets (SDSs) under the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, that equal or exceed the threshold quantity must report
- Submit a copy of SDS for each hazardous chemical or submit a list of hazardous chemicals for which an SDS is present
- Reporting includes an initial submission and periodic updates:
  - Initial submission and updates should be submitted within 3 months of the receipt of a new hazardous chemical, or the chemical exceeding the threshold

# Section 312 – Tier II Reports

- Who should report?
  - A facility is required to submit a Tier II report if a SDS hazardous chemical is present at any one time during the reporting year in amounts equal to or greater than the minimum threshold limits.
- Reporting Deadline:
  - Reports are due March 1 for the previous calendar year.
- Purpose:
  - To provide State and local officials and the public with specific information on hazardous chemicals present at a facility during the preceding year.
- Who to report to:
  - Virginia Emergency Response Council (VERC) – c/o of Virginia DEQ
  - Local Emergency Planning Committee (LEPC)
    - [LEPC list on DEQ website](#)
  - Local Fire Department

# EPCRA Exempt Chemicals

## EPCRA-Specific Exemptions:

- 1.The FDA Exemption
- 2.Solids in manufactured items
- 3.Consumer products
- 4.Laboratory chemicals
- 5.Agricultural chemicals
- 6.Retail gas station in compliance with Underground Storage Tank (UST) regulations storing gasoline and diesel fuel entirely underground

**See 40 CFR Part 370 for more info**

# OSHA Exempt Chemicals

The OSHA Exemptions:

1. Hazardous wastes regulated by RCRA
2. Tobacco or tobacco products
3. Wood or wood products
4. Manufactured items
5. Food, drugs, cosmetics, or alcoholic beverages in a retail establishment which are packaged for sale to public
6. Food drugs or cosmetics intended for personal consumption by employees while in the workplace.
7. Consumer products when used in the workplace
8. Any drugs in solid, final form for direct administration to a patient

# Reporting Lithium-Ion Batteries

- Lithium-ion batteries require an MSDS due to their propensity to leak, spill, or break during normal use
- Since they require an MSDS, facility owners with lithium-ion batteries are required MSDS and Tier II if threshold is met
- Some smaller batteries may be exempt under the Consumer Product Exemption ([40 CFR 370.13\(c\)\(1\)](#))
  - This exemption would not apply to any large commercial type batteries that are not available for purchase or use by the general public
- For more information, visit the EPA Guidelines on Lithium-Ion Batteries [here](#)

## Section 311 & 312 – Reporting Thresholds

- Extremely Hazardous Substances:
  - Greater than or equal to 500 lbs (or the individual chemical's threshold planning quantity (TPQ), whichever is less, at any one time
- Hazardous Substances:
  - Greater than or equal to 10,000 lbs at any one time
- De minimis concentration
  - Equal to or less than 1% of weight for hazardous chemicals or 0.1% for EHS carcinogens

**NOTE: Diesel and Gasoline thresholds are different for RETAIL GAS STATIONS, see [40 CFR Part 370 Section 10](#)**

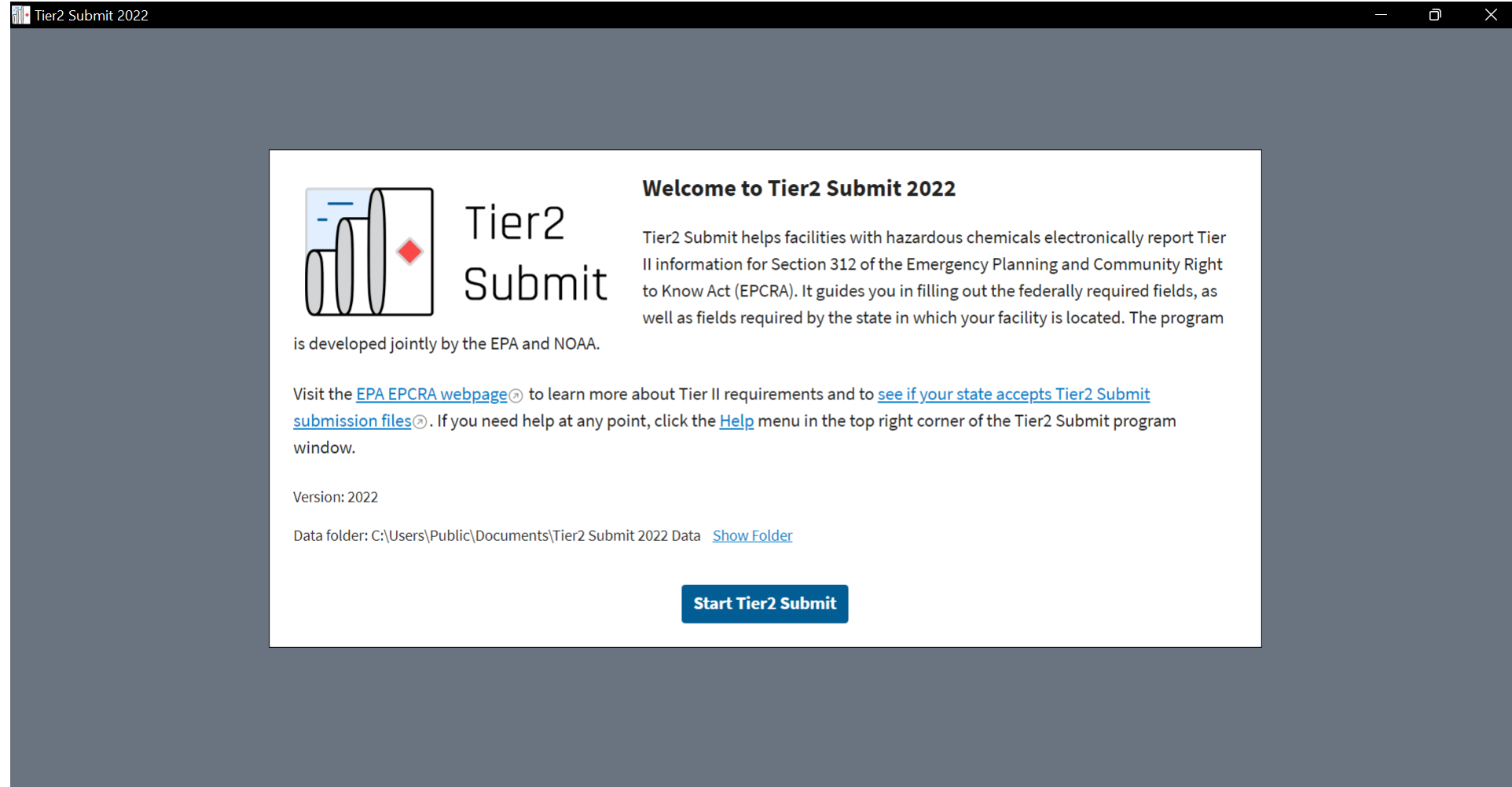


# Tier II Reporting Goals

- Reporting Tools:
  - How to correctly prepare a 2022 Tier II report
  - [Tier2 Submit software](#) and [EPA Form No. 8700-30](#)
- DEQ's Reporting Options:
  - 3 options:
    - Generate an electronic .t2s file and email it to DEQ along with a certification letter (preferred)
    - Generate a PDF, sign and email it to DEQ
    - Print a hard copy, sign and mail it to DEQ
- Reporting Deadline:
  - March 1<sup>st</sup>, 2023
  - Reports need to be submitted on or before March 1st even if the reporting deadline falls on a weekend. In order to be considered submitted, Tier II forms must be postmarked by March 1st.

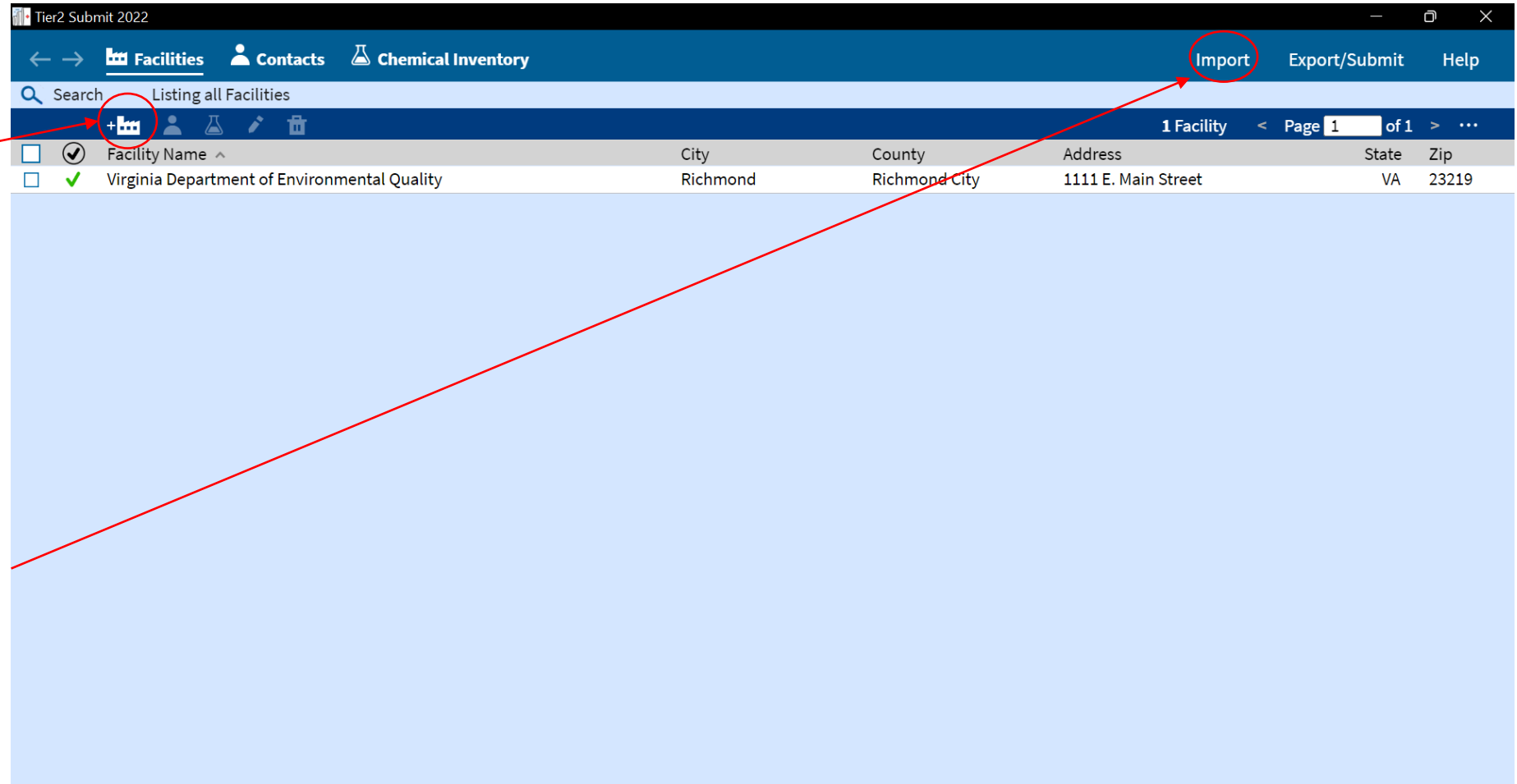
# Tier2Submit Software

- Start the Tier2Submit Software



# Creating a Tier II Report

- 2 Options:
  - Create a new report
  - Import Previous Tier II report and make necessary updates



# Facility Location Information

- Enter information on the facility and its physical location
- Longitude and Latitude can now be found using tools under the longitude and latitude boxes
- Longitude is always negative for facilities in Virginia
- Values can also be found using [Google Maps](#)
- If Mailing Address is different than physical address, check the box at the bottom of the location tab

Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name \* ⓘ Virginia Department of Environmental Quality Report Year 2022

Location where chemicals are present

Street \* ⓘ 1111 E. Main Street City \* Richmond

State \* VA Zip \* ⓘ 23219 Country USA Latitude \* ⓘ 37.536606 Longitude \* ⓘ -77.434775

County \* Richmond City

Department Fire District Emergency 24-Hour Phone Number

☒ Mailing address is different than physical address ⓘ

Mailing Address Street P.O. Box 1105 Mailing Address City Mailing State Mailing Zip Mailing Country

Set latitude/longitude from address or use the map

Richmond

Street view Satellite view Re-center Map

# Facility Location Information Continued

- Longitude/Latitude tool will automatically populate the Longitude/Latitude fields based off physical address
  - It will also show where your facility is located on the provided map for confirmation
- Checking Mailing address box at bottom will add additional fields

Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name \* ⓘ Report Year

Virginia Department of Environmental Quality 2022

Location where chemicals are present

Street \* ⓘ City \*

1111 E. Main Street Richmond

State \* Zip \* ⓘ Country Latitude \* ⓘ Longitude \* ⓘ

VA 23219 USA 37.536606 -77.434775

County \* [Set latitude/longitude from address](#) or use the map ▶

Richmond City

Department Fire District Emergency 24-Hour Phone Number

☒ Mailing address is different than physical address ⓘ

Mailing Address Street

P.O. Box 1105

Mailing Address City Mailing State Mailing Zip Mailing Country

Richmond

Street view Satellite view Re-center Map

# ID and Regs Section

- To get to this section, scroll down or select “ID and Regulations” at the top
- Enter the facility’s Dun & Bradstreet ID and the NAICS ID
  - If the facility doesn’t have a Dun & Bradstreet ID, enter “N/A”
- If the facility is manned, enter the max number of occupants
- If unmanned, enter 0
- If your facility is subject to Section 112(r) of the Clean Air Act (CAA), enter the RMP Facility ID using the “Add ID” function
- Facilities that have an EHS present in quantities greater than the threshold, are subject to Section 302.

Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name \* ⓘ Report Year

Virginia Department of Environmental Quality 2022

ID and Regulations

ID Type	ID	Description
Dun & Bradstreet * ⓘ	N/A	
NAICS * ⓘ	<button>Choose</button> 813312	Environment, Conservation and Wildlife Organizations

If the facility is subject to [Toxics Release Inventory](#) (TRI) reporting under Section 313 of EPCRA, enter a TRI ID above.

Is the facility manned? \* ⓘ

☒ Manned ☐ Unmanned

Maximum number of occupants \* ⓘ 100

Subject to...

Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? \* ⓘ ☐ Yes ☒ No

Emergency planning under Section 302 of EPCRA (40 CFR part 355)? \* ⓘ ☒ Yes ☐ No

Add ID

# Contacts Section


- To get to this section, scroll down or select “Contacts” at the top
- Click on “Add Contact” to add a new contact
- 4 types of contacts need to be listed:
  - Owner/Operator
  - Facility Emergency Coordinator (if applicable – Section 302)
  - Tier II Information Contact
  - 2 Emergency Contacts

Tier2 Submit 2022




← → **Facilities** **Contacts** Chemical Inventory Import Export/Submit Help

Location ID and Regulations **Contacts** Chemicals State Fields Attachments Certification

Name \* ⓘ Report Year

Virginia Department of Environmental Quality 2022 

**Contacts**


Last Name	First Name	Contact Type
Burton	Brian	Tier II Information Contact 
Churchill	Nikolas	Fac. Emergency Coordinator, Emergency Contact, Tier II Information Contact, Owner / O... 
Thirunagari	Sanjay	Tier II Information Contact 

Per federal requirements, reporters must include an Owner/Operator (including name, address, phone, and email); an Emergency Contact (including name and two phone numbers, one of which must be a 24-hour phone number); and a Tier II Information Contact (including name, email, and phone). \*

[List this facility's contacts](#)

**Add Contact**

**Chemicals**

Chemical Name	CAS	EHS ⓘ	Maximum Amount (Pounds)
Sulfuric Acid	7664-93-9	Yes	

[List this facility's chemicals](#)

**Add Chemical**

# Adding a Contact

- This screen will pop up after you click on “Add Contact”
- Click on “Create New Contact” to add a new contact
- Click on “Select” if you already have an existing contact on the list
  - Note: You must click on the contact from the list and then click “Select” to add your desired contact

The screenshot shows a web application window titled "Tier2 Submit 2022". The main menu includes "Facilities", "Contacts", and "Chemical Inventory". A "Choose Contacts" dialog box is open, featuring a search bar with the placeholder text "Enter search text". Below the search bar, a message states: "Select one or more contacts that you want to associate with this facility, Virginia Department of Environmental Quality." A table with the following headers is displayed: "Last Name", "First Name", "Title", and "Contact Type(s)". The table is currently empty, with a message inside: "There are no records to list. Use the button below to create a new one." At the bottom of the dialog, there are three buttons: "Select", "Cancel", and "Create New Contact". The background application window shows a sidebar with various options and a footer with links like "List this facility's chemicals" and "Add Chemical".

Last Name	First Name	Title	Contact Type(s)
There are no records to list. Use the button below to create a new one.			



# Adding a New Contact: Part 1

- Enter the contact information for your specific contact type
  - If the contact falls under more than one contact type, select all applicable fields from drop down menu
- For emergency contacts, a 24-hour phone number is required
- Enter a valid email for the contact
  - Ensure that the email is accurate and has no typos

Tier2 Submit 2022

Facilities Contacts Chemical Inventory Import Export/Submit Help

Location Contact Types Phone Information Facilities

First Name \* Last Name \* Job Title \* [< Prev](#) [Next >](#) 2 of 3

Nikolas Churchill SARA Title III Coordinator

**Location**

Address \* 1111 E. Main Street, Suite 1400

City \* Richmond State \* VA Zip \* 23219 Country \* USA

Email \* nikolas.churchill@deq.virginia.gov

**Contact Types**

Fac. Emergency Coordinator Emergency Contact Tier II Information Contact Owner / Operator

**Phone Information**

Phone Number Type


# Adding a New Contact: Part 2

- Further down the page, you will be given the option to assign this contact to other facilities, if applicable
  - To do this, click the “add facility” button on the bottom of the page
- Once you are done with this contact, click “Back to facility”. This will bring you back to the beginning of the Contacts Section (Screenshot listed in next slide)

Tier2 Submit 2022

← → Facilities **Contacts** Chemical Inventory Import Export/Submit Help

Location Contact Types Phone Information **Facilities**

First Name \* Last Name \* ⓘ Job Title \* [< Prev](#) [Next >](#)   
Nikolas Churchill SARA Title III Coordinator 2 of 3

**Phone Information**

Phone Number Type  
804-659-2663 24-hour  
804-659-2663 Work

[Add Phone](#)

**Is a contact for the following facilities:**

Name	Address	City	ZIP
Virginia Department of Environmental Quality	1111 E. Main Street	Richmond	23219

[List this contact's facilities](#) [Add Facility](#)

Last modified: 1/5/2023

[Back to facility "Virginia Department of Environmental Qu...](#) [Back to Top](#)

# Adding a New Contact: Part 3


- If additional contacts are required, repeat this process for each contact by clicking “Add Contact”

Tier2 Submit 2022




← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location ID and Regulations **Contacts** Chemicals State Fields Attachments Certification


Name \* ⓘ Report Year

Virginia Department of Environmental Quality 2022 


**Contacts**

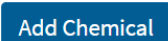
Last Name	First Name	Contact Type
Burton	Brian	Tier II Information Contact 
Churchill	Nikolas	Fac. Emergency Coordinator, Emergency Contact, Tier II Information Contact, Owner / O... 
Thirunagari	Sanjay	Tier II Information Contact 

Per federal requirements, reporters must include an Owner/Operator (including name, address, phone, and email); an Emergency Contact (including name and two phone numbers, one of which must be a 24-hour phone number); and a Tier II Information Contact (including name, email, and phone). \*

[List this facility's contacts](#) 

**Chemicals**

Chemical Name	CAS	EHS ⓘ	Maximum Amount (Pounds)
Sulfuric Acid	7664-93-9	Yes	

[List this facility's chemicals](#) 

# Adding a New Chemical: Step 1


- To get to this section, scroll down or select “Chemicals” at the top
- Then Click “Add Chemical”

Tier2 Submit 2022


← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location ID and Regulations Contacts **Chemicals** State Fields Attachments Certification

Name \* ⓘ Report Year

Virginia Department of Environmental Quality 2022 

**Chemicals**

Chemical Name	CAS	EHS ⓘ	Maximum Amount (Pounds)
Sulfuric Acid	7664-93-9	Yes	

[List this facility's chemicals](#)

**Add Chemical**

**State Fields**

Virginia requires the following:

Certification letter attached? \* ☒ Yes ☐ No

[Download a certification letter template](#) ⓘ from the Virginia Department of Environmental Quality. Fill it out with the appropriate data for your facility, then attach the form in the [Attachments section](#) below.

**Attachments**

# Adding a New Chemical: Step 2 (Physical State & Amounts, Hazards)

- The entry starts with the “Physical State & Amounts” and “Hazards” sections
- Enter the chemical name, corresponding CAS #, physical state, associated hazards, and health effects
- Enter the number of days the chemical is stored on site
- Enter the maximum and average daily amounts and/or range codes


Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields

Facility: [Virginia Department of Environmental Quality](#)

Mixture or Product Name ⓘ CAS Number ⓘ Chemical Category \* ⓘ EHS \* ⓘ

Sulfuric Acid 7664-93-9 ☐ Pure ☒ Mixture ☒ Yes ☐ No 

**Physical State & Amounts**

Physical State \* ⓘ

☐ Solid ☒ Liquid ☐ Gas

Days on Site \*

365

☐ Chemical information is the same as last year

☐ Trade Secret ⓘ

Maximum Amount (Total Mixture)

pounds 13 (10 million+ pounds)

Average Daily Amount (Total Mixture) ⓘ

pounds 13 (10 million+ pounds)

Maximum Amount in Largest Container

pounds

[Need help converting gallons to pounds?](#)

☐ Below Reporting Thresholds ⓘ

**Hazards \* ⓘ**

**Physical Hazards**

☐ Explosive

**Health Hazards**

# Adding a New Chemical: Step 3 (Storage Locations)

- Next, is the Storage Locations Section
  - To get here, you can scroll down from “Hazards” or you can click the label that says “Storage Locations” at the top of the Screen
- To add a new location, click “Add Storage Location”
  - If the location is confidential, click the box that says “Storage location is confidential” before adding a storage location

Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Physical State & Amounts Hazards **Storage Locations** Mixture Components State Fields

Facility: [Virginia Department of Environmental Quality](#)

Mixture or Product Name ⓘ CAS Number ⓘ Chemical Category \* ⓘ EHS \* ⓘ

Sulfuric Acid 7664-93-9 ☐ Pure ☒ Mixture ☒ Yes ☐ No

**Storage Locations** ⓘ

☒ Storage locations are confidential ⓘ

**Storage location 1**

Location at Facility \* Maximum Amount Unit

Central Office, 15th floor

Type of Storage \* Pressure \* Temperature \*

Above ground tank Ambient pressure Ambient temperature

**Add Storage Location**

**Mixture Components** ⓘ

# Adding a New Chemical: Step 3 (Storage Locations, Cont'd)

- Describe the exact location of the chemical stored at the facility
- Enter the maximum amount stored at that specific location and select the applicable units from the drop down menu
- Select the “Type of Storage” from the drop down menu
- Select the pressure and temperature at which the chemicals are stored from the options in their respective drop down menus


Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Physical State & Amounts Hazards **Storage Locations** Mixture Components State Fields

Facility: [Virginia Department of Environmental Quality](#)

Mixture or Product Name ⓘ CAS Number ⓘ Chemical Category \* ⓘ EHS \* ⓘ

Sulfuric Acid 7664-93-9 ☐ Pure ☒ Mixture ☒ Yes ☐ No 

**Storage Locations** ⓘ

☐ Storage locations are confidential ⓘ

**Storage location 1**

Location at Facility \* Maximum Amount Unit

Central Office, 15th floor

Type of Storage \* Pressure \* Temperature \*

Above ground tank  Ambient pressure  Ambient temperature

**Add Storage Location**

**Mixture Components** ⓘ

# Adding a New Chemical: Step 4 (Mixture Components)

- If the chemical is a mixture, its components should be listed here
- To get here, scroll down from “Storage Locations” or select the “Mixture Components” label at the top
- Click the “Add Mixture Component” button
- Enter the max code (depending on the amount of chemical stored)
- Enter the %weight or %volume of the component in the mixture
- Once you are done with this chemical entry, click the “Back to Facility” button at the bottom

The screenshot shows the 'Tier2 Submit 2022' web application interface. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The 'Mixture Components' tab is selected and circled in red. Below the navigation bar, the 'Facility' is set to 'Virginia Department of Environmental Quality'. The 'Mixture or Product Name' is 'Sulfuric Acid', and the 'CAS Number' is '7664-93-9'. The 'Chemical Category' is 'Mixture' (selected with a blue checkmark). The 'EHS' status is 'Yes' (selected with a blue radio button). A green checkmark icon is visible in the top right corner.

The 'Mixture Components' section contains a table with two rows of component information:

EHS *	CAS Number *	Component Name *	Max Amt Range Code *	Percentage ①	By Weight/Volume
<input checked="" type="checkbox"/>	7664-39-3	Sulfuric Acid	12 (1,000,000–9,9...)		
<input type="checkbox"/>	7732-18-5	Water	12 (1,000,000–9,9...)		

Below the table, there is a blue button labeled 'Add Mixture Component', which is circled in red. At the bottom of the form, there is a blue button labeled 'Back to facility "Virginia Department of Environmental Qu...', which is also circled in red. A 'Back to Top' button is located in the bottom right corner.

State Fields: Virginia requires no extra information.  
Last modified: 1/5/2023



# Adding more Chemicals

- Once you are done entering your first chemical, your entry will look similar to this screenshot
- To add another chemical, click “Add Chemical” and repeat these Steps

The screenshot displays the 'Tier2 Submit 2022' web application. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The 'Chemical Inventory' section is active, showing a table with columns for 'Chemical Name', 'CAS', 'EHS', and 'Maximum Amount (Pounds)'. A single entry for 'Sulfuric Acid' is listed with CAS number 7664-93-9 and EHS status 'Yes'. Below the table is a blue 'Add Chemical' button. The 'State Fields' section indicates that Virginia requires a certification letter, with a 'Yes' radio button selected. A link to download a certification letter template is provided. The 'Attachments' section is partially visible at the bottom.

Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name \* ⓘ Report Year

Virginia Department of Environmental Quality 2022

Chemicals

Chemical Name	CAS	EHS ⓘ	Maximum Amount (Pounds)
Sulfuric Acid	7664-93-9	Yes	

[List this facility's chemicals](#) [Add Chemical](#)

State Fields

Virginia requires the following:

Certification letter attached? \* ☒ Yes ☐ No

[Download a certification letter template](#) ⓘ from the Virginia Department of Environmental Quality. Fill it out with the appropriate data for your facility, then attach the form in the [Attachments section](#) below.

Attachments

File Name

# State Fields & Attachments Section

- To get to these sections, scroll down or select “Attachments” or “State Fields” at the top
- **Attach your certification letter in the attachment section!!**
- In addition, attach any site plans, descriptions of dikes and other safeguard measures, and/or lists of site coordinate abbreviations.
- Click “Add a File” and select the document from the source to add it to your submission
- You will not be allowed to create a .t2s file until you check “Yes” to “Certification Letter Attached?” in the State Fields section and you have attached your certification letter in the Attachments Section

The screenshot shows the 'Tier2 Submit 2022' web application. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory' tabs, along with 'Import', 'Export/Submit', and 'Help' links. Below this is a secondary navigation bar with 'Location', 'ID and Regulations', 'Contacts', 'Chemicals', 'State Fields', 'Attachments', and 'Certification' tabs. The 'State Fields' section is active, showing a form for 'Name' (Virginia Department of Environmental Quality) and 'Report Year' (2022). A green checkmark icon is visible in the top right corner of the form. Below the 'State Fields' section, there is a text area stating 'Virginia requires the following: Certification letter attached? \*' with radio buttons for 'Yes' (selected) and 'No'. A link to 'Download a certification letter template' is provided, followed by instructions to fill it out and attach it. The 'Attachments' section is also visible, showing a 'File Name' field with 'Tier II Certification Letter Template.docx' and an 'Open file' button. Below this, there is a list of attachments with checkboxes for 'I have submitted a site plan.', 'I have attached a description of dikes and other safeguard measures.', and 'I have attached a list of site coordinate abbreviations.' An 'Add Attachment' button is located at the bottom right of the attachments section.

Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name \* ⓘ Report Year

Virginia Department of Environmental Quality 2022

**State Fields**

Virginia requires the following:

Certification letter attached? \* ☒ Yes ☐ No

[Download a certification letter template](#) ⓘ from the Virginia Department of Environmental Quality. Fill it out with the appropriate data for your facility, then attach the form in the [Attachments section](#) below.

**Attachments**

**File Name**

Tier II Certification Letter Template.docx Open file x

1 Attachment

☐ I have submitted a site plan.

☐ I have attached a description of dikes and other safeguard measures.

☐ I have attached a list of site coordinate abbreviations. ⓘ

Add Attachment

# Report Certification

- To get to this section, scroll down or select “Certification” at the top of the screen
- Enter the date the report was signed
- The Commonwealth of Virginia has no fees for filing Tier II reports
- Once the report is certified and complete, click “Back to Facilities list”

Tier2 Submit 2022

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments **Certification**

Name \* ⓘ Report Year

Virginia Department of Environmental Quality 2022

**Certification**

State/Local Fees Total \$  ☐ Check if all facility information (not including chemical information) is identical to last year's submission. ⓘ

I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my inquiry of those individuals responsible for obtaining the information, I believe the information submitted is true, accurate, and complete.

Signature \* Nikolas Churchill Date Signed \* 1/5/2023

Name and official title of the owner/operator or owner/operator's authorized representative

Notes

Last modified: 1/12/2023

[Back to Facilities list](#) [Back to Top](#)

# Submission Process

1. **First Step:** Creating the report (already done at this point in the presentation)
2. **Second Step:** Creating the report file (.t2s format)
3. **Third Step:** Submit the report file to the Virginia DEQ, LEPC, and Local Fire Department (\*\*NOTE: LEPC's and Local Fire Departments have varying instructions for submission. Please contact them directly if you have questions about their submission process)

# Validation/ Submission

- Tier2Submit 2022 validates the report automatically, while it is being made
- Therefore, if the green check mark shows next to the facility name, that means the report is valid for submission
- To create your submission file, select “Export/Submit” in the top right corner

Tier2 Submit 2022

Facilities Contacts Chemical Inventory

Import Export/Submit Help

Search Listing all Facilities

1 Facility < Page 1 of 1 > ...

<input type="checkbox"/>	Facility Name ^	City	County	Address	State	Zip
<input checked="" type="checkbox"/>	Virginia Department of Environmental Quality	Richmond	Richmond City	1111 E. Main Street	VA	23219

# Creating a Submission File

- Once you click “Export/Submit” you will be asked if you would like to create a .t2s file to submit to your state (Virginia) or if you would like to create another kind of file
- DEQ prefers the .t2s or .zip file of your report, however you can create certain other files (such as a .pdf) as needed
- If you have multiple facilities you will be able to select which facilities you would like to include in the file
- Once you have selected your desired format, click “Make File”

Tier2 Submit 2022

Facilities Contacts Chemical Inventory

Search Listing all Facilities

Facility Name ^

Virginia Department of Envi

Export/Submit

What do you want to do?

☒ Create a submission file (T2S) to submit to your state

[Advanced: Create multiple files based on a data field](#) ⓘ

☐ Create another kind of export file (ZIP, PDF, or KML) to back up or archive your data

Which facilities should be included?

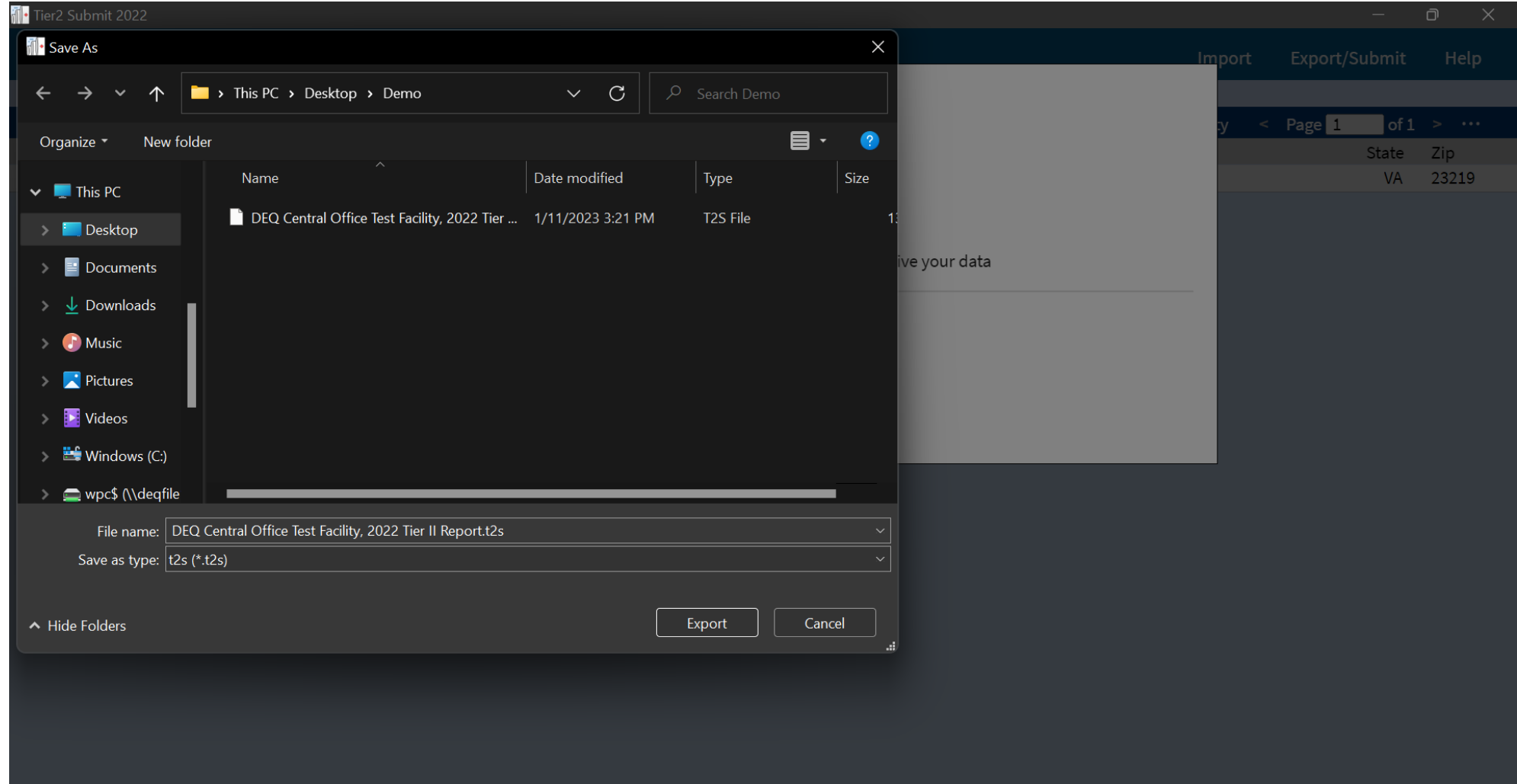
☒ All facilities (1 facility, plus associated chemicals and contacts)

Create File Cancel

State	Zip
VA	23219

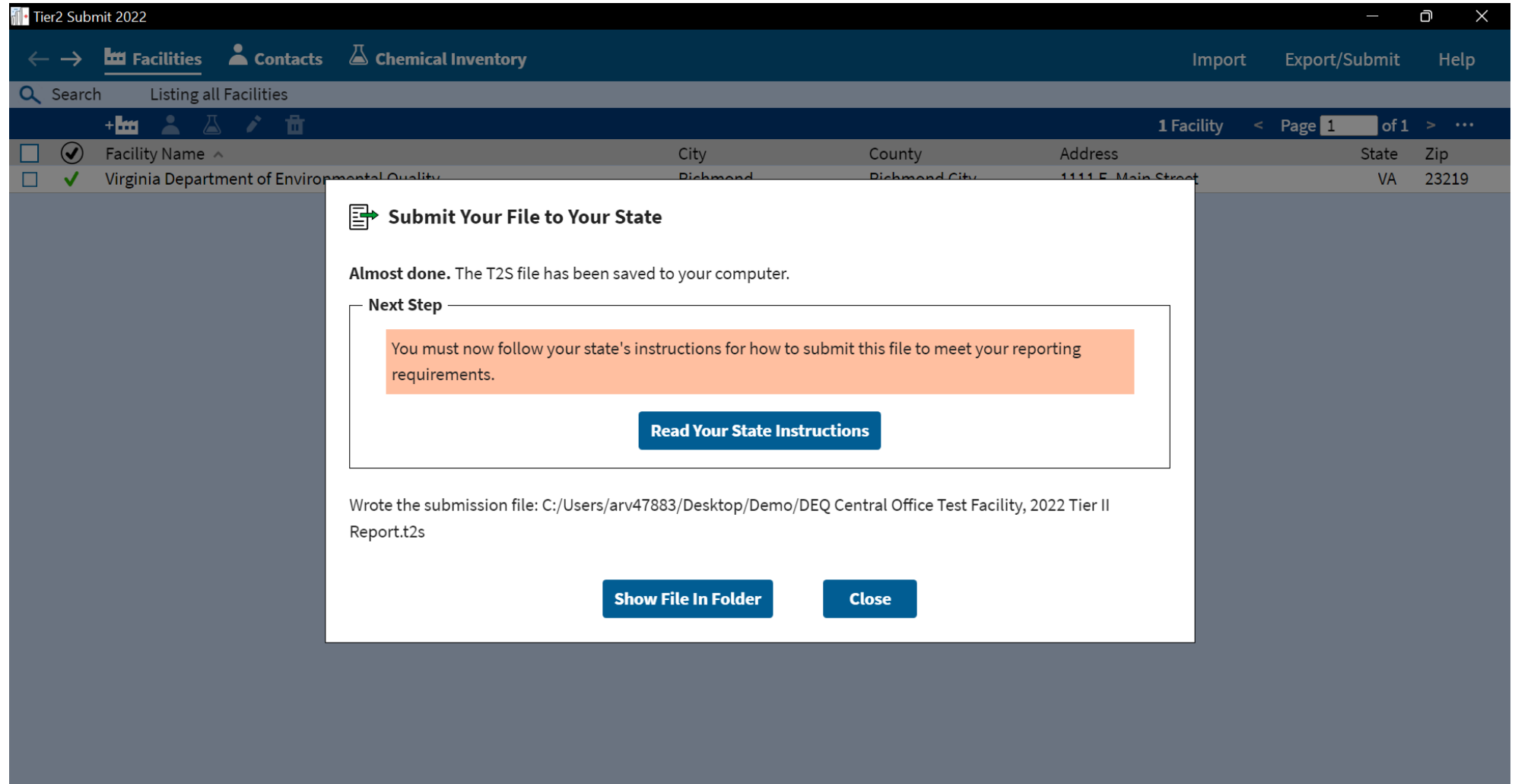
# Creating a Submission File

- Once your File Explorer screen appears, save the file as:  
Company Name, City, (year) Tier II Report



# Submitting Your File

- Once your file has been saved, this message will appear on your screen
- To exit this screen, click “Close”





# DEQ Submission Options

## 1. Electronic File Submission: (Preferred)

- Email the electronic .t2s file as an attachment to [va-epcra@deq.Virginia.gov](mailto:va-epcra@deq.Virginia.gov)
- Include a signed certification statement

## 2. Report PDF Submission:

- Email a signed pdf of the report as an attachment to [va-epcra@deq.virginia.gov](mailto:va-epcra@deq.virginia.gov)

## 3. Hardcopy Submission

- Mail a hardcopy Tier II report to:

### **Mailing Address:**

Virginia Emergency Response Council (VERC)  
c/o Virginia DEQ  
SARA Title III Program Office  
P.O. Box 1105  
Richmond, VA 23218

### **FedEx/ Physical Address:**

Virginia Emergency Response Council (VERC)  
c/o Virginia DEQ  
SARA Title III Program  
1111 East Main Street, Suite 1400  
Richmond, VA 23219

## Questions?

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(804)-659-2663

[sanjay.thirunagari@deq.virginia.gov](mailto:sanjay.thirunagari@deq.virginia.gov)  
(804)-659-1532

Virginia Department of Environmental Quality  
1111 East Main Street, Suite 1400  
Richmond , VA 23219